

The Meadow Lark

A Monthly Publication by and for the Residents of The Meadows, a Family Condominium Community

Annual Meeting – December 8 Proxies Needed!

The Meadows Council of Co-Owners Annual Meeting will be held on Tuesday, December 8 at 7:30 PM in the Clubhouse at 6100 Strasburg Drive. The Board of Directors has invited speakers from the Fairfax County Department of Zoning to talk to us about zoning issues. You will be able to ask questions. Proxies and ballots were mailed in November. If you did not receive your proxy or misplaced it, we have included a copy in this issue. Please mail them in or bring them to The Meadows Office during regular business hours. Proxies/ballots will not be accepted after 5:00 PM the day before the Annual Meeting.

2010 Budget Has Been Adopted!

In their meeting on November 5th the Board adopted the 2010 budget as printed in this issue of The Meadow Lark. The Meadows Board of Directors and Management spent the last several months working on a comprehensive and balanced budget for the coming year. In drafting the budget we considered all Resident and Co-Owner feedback, as well as past experiences, trends and projected total spending for 2009.

We are pleased to announce that the monthly assessments for 2010 will NOT be increased! You will continue to pay \$221 per month for a two-bedroom condominium and \$249 for a three-bedroom condominium.

If you would like a copy of the budget narrative, which provides a general description of what is included in each line item you may view it online at www.mymeadows.net or pick up a copy in the Management Office.

You will receive new coupon books in the mail by mid-December. If you do not have them by December 15, please contact SFMC at (703) 392-6006. Please note that your payment will be due on the 1st of the month even if you have not received your coupon book.

Santa Is Coming!

Santa is coming to The Meadows on Wednesday, December 23! He will be riding around The Meadows in his special cart, greeting the children beginning at 4:00 PM (most of the kids will get out early from school that day). He may have some candy! So make sure that you are looking for him. Parents: have your camera ready! Note: We changed the time and the day this year in the hope that more kids will be able to visit with Santa!

Holiday Decorating Contest

On Friday, December 18 from 7:00 to 9:00 PM our judges will look for the best decorated homes in The Meadows. Deck your front porch, doors and railings with tons of lights and the symbols of the season that are most meaningful to you. Turn on those by 6:00 PM. Four gift certificates of \$25 will be awarded.

DECEMBER

Board of Directors Meeting: Thursday, December 3, 7:30 PM in the Clubhouse (no second meeting this month). Residents and Co-Owners are encouraged to attend. Agendas are posted online and at the Clubhouse on the Tuesday before the meeting. Minutes available upon request at The Meadows office and online at mymeadows.net.

Annual Meeting: Tuesday, December 8, 7:30 PM at the Clubhouse.

Parking Committee: Monday, December 14, 7:00 PM in the Clubhouse. Note the date change this month.

Holiday Decorating Contest: Friday, December 18. Turn your lights on by 6 PM.

Santa Visit: Wednesday, December 23. Beginning at 4 PM Santa will be riding around The Meadows.

Office Closings: December 24 & 25, and January 1 due to the holidays. December 31 the Office will close at Noon.

Christmas Tree Pickup: December 26 – January 16.

Residents and Co-Owners are welcomed and encouraged to attend any committee meeting.

Christmas Tree Pick-up

According to Fairfax County regulations, Christmas Trees must be recycled. They cannot be put out with your trash. For your convenience, a drop off area will be located next to the Clubhouse on Strasburg Drive from December 26 to January 16. All decorations, including tinsel and garlands, must be removed. If you use a carry plastic bag, this must be removed also.

INSIDE THIS ISSUE...

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The President's Corner

Wow, the year is almost over. I hope everyone had a happy Thanksgiving. Please make every effort to attend the Annual Meeting on December 8, 7:30 PM at the Clubhouse. We will have speakers from the Fairfax County Zoning Commission to talk to us and to take your questions. The Board has also prepared some informative flyers for you to pick up while you are there. We'd love to see you there. Also, remember to fill out, sign, and return your proxies and ballots to the office prior to December 7, close of business.

The holidays are coming, and we will hold the Holiday Decorations judging on December 18 at 7 PM. Please be sure to have your lights on by 6 PM to be considered for one of four prizes of \$25 each. We have also managed to get on Santa's calendar for Wednesday, December 23, beginning at 4 PM for a quick trip through the neighborhood to wish everyone (especially our children!) a Merry Christmas and Happy New Year! So be sure to have your children looking for Santa and come out to see him.

From all of us on your Board of Directors, we wish you a Happy Holiday filled with special moments, and a Happy New Year.

~ Joy C. Foshier

Board of Directors Motions

At the November 5 Meeting:

- Passed a motion to approve an Interior Alteration Request.
- Passed motions to approve two Architectural Review Forms (ARF) for a brick patio and an air conditioner condensate line.
- Passed motions approving roof repairs to be done by Katchmark Construction in the amount of \$2051.
- Passed a motion to accept a bid of \$1500 for rail repairs to be done by Reliable Rails.
- Passed a motion to spend up to \$4200 for gutter cleaning to be performed by Dry Home.
- Passed a motion to accept the draft 2010 budget, which has no change in the condo fees.
- Passed a motion to spend up to \$100 for refreshments for the Annual Meeting.
- Passed a motion to accept a three-year renewal contract with American Disposal Services for trash removal.

- Passed a motion to accept our attorney's recommendation regarding the disposition of four delinquency cases.

At the November 19 Meeting:

- Passed a motion to approve two ARFs for windows and an air conditioner.
- Passed a motion to cancel the second Board meeting in December.
- Passed a motion to not allow recording during Executive Session.
- Passed a motion to waive most of a violation fee.
- Passed a motion to extend a deadline for conversion of an attic.
- Passed a motion to close one delinquency case and report debt to the credit bureaus.
- Passed a motion to accept staff evaluations and grant a pay raise for 2010.

COMPLETE MINUTES OF BOARD MEETINGS
AVAILABLE AT THE OFFICE

A/C UNITS

If you replace your air conditioning unit, you may install it inside your utility room or submit an ARF for proposed exterior installation.

Remodeling?

Any desired changes to the exterior or interior of your unit must be submitted on an ARF or Request for Interior Alteration form to the Board of Directors for approval PRIOR to the change being done.

Security Totals

October 15 – November 14, 2009

Vehicles Ticketed: 45

Vehicles Towed: 3

Calls for service and/or situations involving or requiring security assistance, by street:

Avocado Court: 0

Cool Oak Lane: 3

Golden Oak Court/Road: 5

Rustling Leaves Lane: 1

Saguaro Place: 9

Saint Germain Drive: 4

Strasburg Drive: 7

Turin Lane: 3

Calls referred to police/fire/rescue: 8



Fire Safety

Fuel type heaters are *strictly forbidden* by Meadows regulations. In the past fire has occurred here in the Meadows due to the use of kerosene or other fuel heaters. Fire and smoke quickly spread to surrounding units and are a real threat to life, limb and property.

- Kerosene, or any fuel heaters, are forbidden by Meadows regulations.
- Residents should not store combustibles in furnace rooms. It is a serious fire hazard and is against County and Meadows regulations.
- Smoke detectors are required on *each level* of homes in The Meadows.
- Residents should maintain a fire extinguisher in their units. It should be rated at least 2A:10BC.

Satellite Dishes in The Meadows



Bits & Pieces

■ Security Note

Holidays are coming fast so be sure to be extra vigilant when securing your home. Statistically, homes are more likely to be broken into this time of year than during any other time. Also, protect your vehicles by removing your GPS units after you park in the Meadows.

■ Regular Furnace Maintenance

It is critical to ensure safe and efficient operation of your furnace regardless of the age of the unit. Many heating and air conditioning companies offer discounted specials beginning in the fall.

■ Carbon Monoxide Detectors

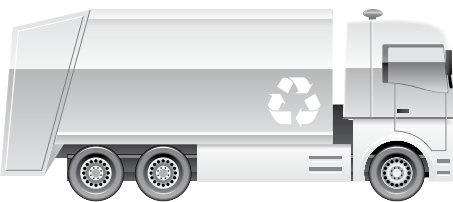
The furnaces and most hot water heaters in The Meadows use gas. It is imperative that all homes have a working carbon monoxide detector. Carbon monoxide is a colorless and odorless gas which can cause death.

■ Volunteer!

Get involved in your community by volunteering to serve on a Standing Committee. We will feature the List of Standing Committees in this month's issue. Most committees meet on a as needed basis.

■ Lost & Found

In the Meadows Office, 703-830-4464.



Ice & Snow & Our Trash Service

In the interest of safety, drivers will make a judgement call as to whether they can make it up and down our streets. If your vehicle skids five feet in the snow, a large trash truck will slide at least thirty feet. The rule of thumb on snow/ice days should be to put your trash out. If the trucks can't get there that day, they will not return for it until the next scheduled pickup day. (If your trash is not picked up, remove it until the next scheduled pickup.)

What To Do If You Experience a Leak

If you are experiencing a leak in your unit you must contact your own plumber to respond. If your leak appears to be from a neighboring unit you should attempt to reach your neighbor and have them shut off the water to their unit to minimize damage. Most shut off valves are located in the utility closet behind the hot water heater; however, if there have been any plumbing changes in the unit by a current or previous Co-Owner the valve may have been moved. If the neighbor is not reachable or unable to shut off the water, you should contact the Fire Department and they will report and turn the water off. In these cases, you may contact the Management Office on the next business day; however, since this is a neighbor to neighbor issue The Meadows does not get involved. You are encouraged to contact your neighbor directly or if that is not possible, file a claim through your homeowner's insurance company.

The only exception to the procedures outlined above is if you are in an upper unit and inspection of your attic indicates the leak is coming from the roof. If this is the case, please contact the office to schedule an appointment for a maintenance technician to inspect the leak. In the meantime, simply place a bucket or pan under the leak to keep the water from penetrating into your living space. While this may not be an after-hours emergency call, we do ask that you let us know as soon as possible so that we may see the attic while it is still wet. This helps us determine where the problem is.

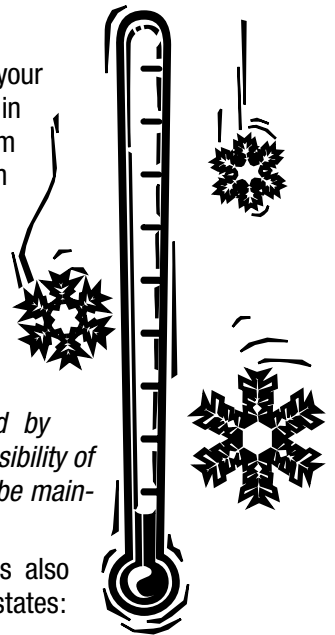
Utilities Must Remain On!

ALL Co-Owners are required to keep the utilities on in your units. The heat must be set at or above 65° F or above in all units, vacant or occupied. This temperature may seem a little high, but one must consider that the furnace room where the pipes originate is unheated and may be affected by the wind chill factor. Another thing to consider is if the water is turned off, it remains in the pipes and is subject to even quicker freezing. Every year, major damage to several units as occurred as the result of pipes freezing and breaking in this area.

Any damage resulting from broken pipes, etc., caused by improper heat being maintained in a unit will be the responsibility of the Co-owner. A minimum of 65 degrees Fahrenheit must be maintained during the winter months. – Rules and Regulations.

In addition, to this regulation, The Meadows Regulations also includes a Utility Maintenance Requirement for all units. It states:

In the event that a Co-Owner does not keep electric and/or gas utilities connected as required, the Council of Co-owners shall take any and all measures reasonably necessary to protect the common elements of the condominium which shall include but are not limited to the appropriation of funds to reconnect and maintain electric and gas utilities. All costs and changes incurred by the Council shall be accessed against the unit owner.



'Frozen' Units = Big Trouble!

Our Management is trying to make sure that the utilities remain on and the thermostats are set to the proper temperature in all units to prevent pipes from freezing and breaking, this results in water damage to the affected home as well as the possibility of water damage to surrounding homes (see 'Utilities Must Remain On'!) You can help by reporting vacant units to the Office as soon as you notice them. Send reports to the office via email, fax or phone. Make sure that you include the address. Report any evidence of possible break-in or water coming from a unit immediately! See the back of this issue for office and emergency after hour phone numbers.

NOTICE OF ANNUAL MEETING

November 16, 2009

Dear Sir or Madam:

This letter is to announce the forthcoming Annual Meeting. It will be held in the Meadows Clubhouse at 7:30pm on Tuesday, December 8, 2009. We are working with the Fairfax County Zoning Department and are hoping to have a representative from their office present to discuss concerns about the challenges of over-crowding in our area. In addition, Joy Foshier will offer a brief State of The Meadows address. All Co-Owners are encouraged to attend this meeting.

Enclosed you will find a proxy form, a ballot and directions for filling out these forms. Please return your completed proxy and ballot to The Meadows Management Office at 6100 Strasburg Drive, Centreville, VA 20121 before 4:30pm on December 7, 2009.

**PLEASE COMPLETE THE PROXY FORM AND BALLOT
AND MAIL OR DELIVER THEM TO THE MANAGEMENT OFFICE!**

In order to vote, you must do one of the following:

- Complete both the ballot and proxy form and mail them to the Management Office
- OR-
- Complete both the ballot and proxy form and bring them to The Meadows Office during regular business hours, or drop in the black Council mailbox at the Clubhouse
- OR-
- Attend the Annual Meeting to vote and you will receive a ballot to complete at that time

Please note only Co-Owners in good standing with all condo fees and other charges paid may vote.

Per the Council's policy, all proxies must be received in the Management Office by 4:30 pm on Monday, December 7, 2009. No hand carried proxies or votes by proxy will be accepted at the meeting. This policy helps us administer the meeting and tabulate votes more efficiently. There are four seats up for election this year. You may vote for no more than four candidates. We ask your cooperation and support by completing the proxy form and ballot and returning them as soon as possible.

Thank you for your immediate response, and we look forward to seeing you on December 8th.

Sincerely,

Brooke Arcia, CMCA, AMS
Property Manger

DIRECTIONS FOR FILLING OUT PROXY FORM AND BALLOT

If you cannot attend the meeting in person, please fill out both the proxy form and the ballot. Ballots submitted by mail without a proxy form are not valid and will not be counted. Proxy forms submitted without a completed ballot will be used for quorum only.

PROXY FORM

1. Write in the names of all Co-Owners in your household.
2. Write in the street address of your unit (i.e. 6100 Strasburg) and the number of bedrooms in your unit (i.e. two or three).
3. Select a proxy holder who will attend the meeting on your behalf. If this line is blank, Service First Management and Consulting, Inc. will act as proxy holder (for quorum only). Please note that the proxy holder must attend the meeting in order for your proxy and ballot to be counted.
4. Sign and date the proxy before a witness. The full name and address of the proxy witness must be included on the proxy. Only one Co-Owner signature is required.

BALLOT FORM

Vote for up to any four (4) persons listed on the ballot. Mark the appropriate box on the ballot form underneath the candidate names and sign and date the ballot form.

MAILING INSTRUCTIONS

Deliver or mail the proxy and ballot to The Meadows Office at 6100 Strasburg Drive, Centreville, VA 20121. Documents must be received before 4:30 pm, December 7, 2009.

THANK YOU FOR YOUR PARTICIPATION

Sign Up Now!

Please consider volunteering to serve on one of the Council of Co-Owners Standing Committees. Co-owners and renters may serve as committee chairpersons and committee members. Serving on a committee helps you to become involved in your community and affords you the opportunity to get to meet your neighbors. You may

like to get a neighbor you already know to join with you. Most committees meet on an as-needed basis.

You'll be given the opportunity to sign up at the Annual Meeting, or call the Office, or attend a Board meeting in January. See the list of Standing Committees below.

Standing Committees Duties

Mission Statement

The mission of the standing committees is to gather information and make recommendations to the Board of Directors.

Administrative Support

- Coordinate the Annual Meeting and other Co-Owner meetings
- Support administrative functions of the Meadows office.
- Plan for and administer pool pass issuance/renewal.
- Publicity

Contracts

- Keep a list of all contracts current and pending.
- Review all contracts and contractors' specifications.
- Make recommendations to the Board concerning revisions which may be needed before contracts are awarded.

Landscaping and Grounds

- Review recommendations about community landscaping and maintenance projects.
- Review and make recommendations about proposed purchases of outdoor equipment. Coordinate with the Buildings and Architectural Review Committee as necessary.
- Review requests by residents for landscaping designs or changes.
- Make recommendations about trees, shrubs and other plantings.

Buildings and Architectural Review

- Review and make recommendations about owners' plans to alter the exterior or any interior alteration which may affect the structural integrity of a building.
- Report and follow up on flagrant violations concerning alterations to the exterior or interior of a building which violate Meadows regulations.
- Review proposed purchases of outdoor equipment. Coordinate with the Landscaping and Grounds Committee as necessary.
- Monitor maintenance and repairs to all buildings.

- Review all Architectural Review Forms and make recommendations to the Board.

Safety and Security

- Act as liaison for the Neighborhood Watch program.
- Monitor the effectiveness of the security company.
- Recommend actions to eliminate safety hazards and improve overall security of the community.

Community Relations

- Monitor and report on community development which impacts The Meadows and the Centreville area.
- Represent The Meadows at community meetings if requested.

Social and Recreation

- Oversee the organization and preparations for social and recreational activities.
- Recommend and promote new social activities.
- Oversee all aspects of the community yard sales.

Pool Committee

- Make recommendations to the Board about awarding of the pool contract and coordinate with the Contracts Committee when necessary.
- Oversee all pool operations and repairs.
- Act as liaison with the pool company representatives and staff.
- Make recommendations for pool improvements.
- Review pool rules and procedures; make recommendations to the Board for any changes.

Playground Committee (Ad Hoc)

- Survey playground areas and make recommendations to BOD.

COUNCIL OF CO-OWNERS OF THE MEADOWS
APPROVED OPERATING BUDGET
 January 1, 2010 - December 31, 2010
 2BR Fee = \$221 / 3BR Fee = \$249

	Adopted 2009	Projected 2009	Approved 2010
INCOME			
Assessment Income	\$1,760,068	\$1,758,888	\$1,760,068
Late Fee Income	22,116	19,417	20,000
Interest Income	26,370	16,008	17,537
Miscellaneous Income	35,750	36,147	33,000
TOTAL INCOME	\$1,844,303	\$1,830,460	\$1,830,605
EXPENSES			
UTILITIES			
Electricity	\$28,750	\$22,300	\$23,000
Telephone	4,000	3,892	4,000
Gas - Clubhouse	2,472	2,052	2,500
Water & Sewer	231,000	232,951	250,000
Total Utilities	\$266,222	\$261,194	\$279,500
GENERAL & ADMINISTRATIVE			
Education & Training	\$1,000	\$310	\$500
Newsletter	6,736	5,664	4,000
Office Equipment & Repairs	1,800	642	500
Office Supplies	6,204	3,593	3,000
Lease Exp.- Office Equipment	5,604	4,208	5,604
Uncollectible Charges	50,000	71,621	50,000
Legal - General	13,000	21,923	40,000
Legal - Collections	96,000	82,313	90,000
Legal Fee Reimbursements	(48,000)	(52,005)	(50,000)
Uniforms	1,000	185	800
Board/Staff Recognition	500	0	0
Insurance Loss/Deductible	5,000	250	5,000
Social & Rec	1,200	1,291	1,200
Postage & Mail	5,000	3,864	3,000
Printing & Reproduction	2,854	748	800
Website	200	0	1,000
Miscellaneous Expense	1,596	1,877	2,000
Total General & Administrative	\$149,694	\$146,485	\$157,404
MAINTENANCE & REPAIRS			
General Maintenance & Repairs	\$11,000	\$7,218	\$9,700
Plumbing Repairs	11,000	9,279	9,500
Painting - Supplies	1,800	353	500
Exterminator Services	6,000	5,312	5,500
General Supplies	7,500	7,814	7,500
Welding	3,000	0	1,500
Antenna Repairs	1,500	1,301	1,500
Roofing Repairs	8,000	3,100	5,000
Gutter Repairs & Cleaning	10,000	4,120	9,000
Vehicle Expense	1,500	982	1,500

	Adopted 2009	Projected 2009	Approved 2010
Pool Repairs, Supplies, Maint	3,000	838	1,000
Playground Repairs	2,000	0	500
Landscaping Improvements	2,000	2,589	2,600
Tree Planting	10,000	3,571	5,000
Tree Maintenance	25,000	9,750	20,000
Total Maintenance & Repairs	\$103,300	\$56,225	\$80,300
CONTRACT SERVICES			
Pool Contract	\$58,530	\$58,530	\$58,530
Management Contract	76,014	76,014	76,014
Auditor	3,750	3,750	5,400
Insurance Master Policy	141,193	141,669	141,193
Painting - Exterior	80,000	76,555	77,000
Grounds Maintenance Contract	53,244	50,244	60,018
Security Contract	150,490	149,772	149,968
Snow Removal	12,000	9,240	13,490
Trash Removal	81,689	81,637	82,928
Pet Waste	5,500	5,493	5,500
Total Contract Services	\$662,410	\$652,903	\$670,041
PAYROLL			
FICA Payroll Taxes	\$18,222	\$16,532	\$18,600
Unemployment Taxes	547	508	547
Group Health Insurance	31,400	32,981	40,094
Life Insurance	3,371	3,628	4,068
Pension Contribution	9,640	8,747	9,145
Staff payroll	245,459	218,682	246,022
Swim Team Coaches	4,000	4,000	4,000
Total Payroll	\$312,640	\$285,078	\$322,476
TAXES & LICENSES			
Income Taxes	\$1,500	\$2,100	\$5,050
Personal Property Tax	325	275	275
Licenses, Fees & Permits	1,242	1,025	1,010
Total Taxes & Licenses	\$3,067	\$3,400	\$6,335
TOTAL OPERATING EXPENSES	\$1,497,332	\$1,405,285	\$1,516,056
RESERVE EXPENDITURES			
Per Capital Reserve Study	\$145,000	\$269,021	\$86,533
Total Reserve Expenditures	\$145,000	\$269,021	\$86,533
RESERVES CONTRIBUTIONS			
Replacement Reserve	\$314,549	\$314,547	\$314,549
Transfer from Reserves	(145,000)	(269,021)	(86,533)
Sub-total	\$169,549	\$45,526	\$228,016
CONTINGENCY EXPENSE	\$32,422	\$0	\$0
TOTAL EXPENSES	\$1,844,303	\$1,719,832	\$1,830,605
SURPLUS / (DEFICIT)	\$0	\$110,628	\$0

Council of Co-Owners
The Meadows
6100 Strasburg Drive
Centreville, VA 20121

Meadows Office

Monday–Friday, 8:30 AM – 4:30 PM

Phone: 703-830-4464

Fax: 703-815-0755

E-Mail: meadowsoffice@verizon.net

Website: mymeadows.net

24-Hour EMERGENCY ONLY
Service First: 1-800-309-4709

Security
703-628-9481

Towing
Battlefield Towing: 703-378-0059

American Disposal Services
703-368-0500

Call for special pick up, Thursdays only

The Meadow Lark is published each month exclusively for the benefit of the residents and owners of The Meadows. It is the official publication of the Council of Co-Owners and is under the purview of the Board of Directors. News items, personal ads, and such are welcomed and should be placed in the large mailbox in front of the Clubhouse or emailed to meadowsoffice@verizon.net. The deadline is the 20th of each month. Personal ads must be 25 words or less, on 8½x11-inch paper or emailed to meadowsoffice@verizon.net. Include your name, Meadows address, and telephone number. The Meadows does not endorse any advertisers. EDITORS: Dick and Lydia Miller

PAID AD

WINDOW SALE

**SAVE UP TO 40%
ON YOUR HEATING
AND COOLING BILLS.**

FREE ESTIMATES

703-273-0101
**WWW.NUHOMEWINDOWS.
COM**

Fully Licensed, Bonded & Insured
VA # 2705-064938A

PAID AD

A. Heatwole Plumbing Service Co.

31 years experience
in the Centreville area!

Complete plumbing repairs

No travel charges

Emergency services

Master Plumber on each job

703-830-4242

*Mention this ad and receive
\$12 off every service call!*

S&S HEATING & COOLING

Heat, Air Conditioning & Plumbing

40 Years Experience

Service • Repair • Maintenance

Installation • Duct Work

10% Off to Meadows Residents

(703) 406-9410

Proud Sponsor of
The Meadows Sharks Swim Team

The Visitors Parking Pass no long appears in The Meadow Lark.

Please visit www.mymeadows.net and click on Meadows Business in the sidebar menu, then on Forms and Files and scroll down to On-line Forms and click to find the Visitors Pass. If you prefer, visit the Meadows Office to pick up copies.

Classified Ads

Email your ad to meadowsoffice@verizon.net

CARPET INSTALLER – 20 years experience. Free estimates. Repair, restretch, water damaged areas. One room up to 20 yards is \$75. Call 703-815-2549.

IN HOME CHILDCARE – Fairfax County permit, flexible schedule, and all rates negotiable. Experienced with autism, intellectual and physical disabilities, and I know American sign language. Call Lisa, 703-543-6354(h) or 703-298-8135 (c).

Meadows Resident Coupon

Baskin Robbins

Phone 703-314-8467

**10% OFF all purchases,
\$3 off of any cake \$20 or more**

Offer through December 2009